

DEPT OF HEALTH & MENTAL HYGIENE	State Records Center Dept of General Services 7275 Waterloo Road P.O. Box 275 Jessup MD 20794-0275 (410) 799-1379	DHMH Instructions: Prepare 4 Copies Distribution: 1. YOUR UNIT'S FILE 2. RECORDS COORDINATOR (PRGM/ADMIN) FILE 3. STATE RECORDS CTR 4. DHMH RECORDS OFFICER (Notify before Disposal) (410) 767-5934
EXEC - HCF - PHS - OPS SECRETARIAT		
OFFICE / ADMINISTRATION / LOCATION		
DIVISION / UNIT		

<h2 style="margin: 0;">CERTIFICATE OF RECORDS DISPOSAL</h2>

No.	DESCRIPTION OF RECORDS (FROM SCHEDULE FORM) [FORMAT: PAPER, FILM, DISK, ETC]	AUTHORIZATION*		INCLUSIVE DATES OF RECORDS	VOLUME (Ft ³) (BOXES)	DATE OF DISPOSAL	DISPOSAL METHOD (TRASH, SHRED, BURN, ETC)
		SCHEDULE #	ITEM				
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							

*RECORDS MUST BE LISTED ON AN AUTHORIZED SCHEDULE, DGS 550-1, AND MEET RETENTION REQUIREMENTS BEFORE DISPOSAL IS ALLOWED.

I hereby certify that the records listed above were disposed of as indicated.

SIGNATURE	TITLE	DATE
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